

Leave Accrual Chart for 2003  
(Full-Time Employees)

Number	From - To	Annual Leave			Sick Leave
		Less than 3 Years	3 to 15 Years	15 Years or Over	
01	01/13 - 01/26	4	6	8	4
02	01/27 - 02/09	8	12	16	8
03	02/10 - 02/23	12	18	24	12
04	02/24 - 03/09	16	24	32	16
05	03/10 - 03/23	20	30	40	20
06	03/24 - 04/06	24	36	48	24
07	04/07 - 04/20	28	42	56	28
08	04/21 - 05/04	32	48	64	32
09	05/05 - 05/18	36	54	72	36
10	05/19 - 06/01	40	60	80	40
11	06/02 - 06/15	44	66	88	44
12	06/16 - 06/29	48	72	96	48
13	06/30 - 07/13	52	78	104	52
14	07/14 - 07/27	56	84	112	56
15	07/28 - 08/10	60	90	120	60
16	08/11 - 08/24	64	96	128	64
17	08/25 - 09/07	68	102	136	68
18	09/08 - 09/21	72	108	144	72
19	09/22 - 10/05	76	114	152	76
20	10/06 - 10/19	80	120	160	80
21	10/20 - 11/02	84	126	168	84
22	11/03 - 11/16	88	132	176	88

Number	From - To	Annual Leave			Sick Leave
		Less than 3 Years	3 to 15 Years	15 Years or Over	
23	11/17 - 11/30	92	138	184	92
24	12/01 - 12/14	96	144	192	96
25	12/15 - 12/28	100	154*	200	100
26	12/18 - 01/11	104	160	208	104

- Ten hours of leave earned in last complete pay period during the calendar year for employees in this category each year.
- Accrual of leave for full time employees is based on the employee working a full tour of duty for the pay period
- For employees who work a **part-time schedule**, the rate of leave accrual is as follows:

Annual Leave	
<u>Years of Service</u>	<u>Accrual Rate per Hours in a Pay Status</u>
Less than 3	1 hour for each 20
3 to 15	1 hour for each 13
15 or more	1 hour for each 10

Sick leave accrues at 1 hour for every 20 hours in a pay status regardless of years of service.